



*February 2021 No. 5.0*

The Policy and Delegations update is a monthly digest featuring the latest news on University policy documents and delegations of authority, including the implementation of both the Policy Governance Framework and Delegations Framework. Highlights for this month are:

- New, amended and rescinded policy documents
- Changes to the Academic Freedom and Freedom of Speech Policy
- Our new look Policy Library
- Annual policy review cycle
- New resources for policy review and development
- Update on the major review of policy and delegations.



## **New, Amended and Rescinded Policy Documents**

The following new and amended policy documents have been approved from December 2020 – February 2021:

- [Academic Freedom and Freedom of Speech Policy](#)
- [Assessment Procedure for Staff](#)
- [Assessment Procedure for Students](#)
- [Council Meeting Procedures](#)
- [Course Catalogue, Coding and Other Course Attributes Policy – Schedule A: Relationship between Field of Educations Codes and Academic Subject Areas](#)
- [COVID-19 Assessment and Examination Adjustments Procedure](#)
- [Credit and Recognition of Prior Learning Procedure](#)

- [Fees and Charges Policy](#)
- [Fees and Charges Policy - Schedule E: Fees for Undergraduate Students \(Non-international\)](#)
- [Fees and Charges Policy - Schedule G: Fees for Non-award and Continuing Education Students](#)
- [Griffith Credentials Planning, Approval & Review Procedure](#)
- Student Financial Requests Procedure
- [Undergraduate Programs Admission Policy - Schedule C: Griffith Academic Entry Requirements by Country](#)

The following policy documents were approved for rescission from December 2020 – February 2021:

- Aboriginal and Torres Strait Islander Tutorial Assistance Program Policy
- Assessment Submission and Return Procedure
- Assessment Types in Use at Griffith University
- Governance of Assessment and Academic Achievement Standards
- Group Assessment, Self Assessment and Peer Assessment Marking Guidelines
- Proctoring of Examinations Policy
- Reasonable Adjustments for Assessment - Student with Disabilities
- Standards for First Year Assessment
- University Student Loans Scheme Guidelines

You can go to the [Register of Policy Changes](#) under Resources in the [Policy Library](#) for a brief description of the new document or approved amendments, and to review the record of new and recently amended or rescinded policy documents.

Please contact the listed Policy Advisor if you have questions about any of these policy documents.

## Changes to the Academic Freedom and Freedom of Speech Policy

In 2020, former Vice-Chancellor of Deakin University, Emeritus Professor Sally Walker AM was asked to review the progress of universities in implementing the French Model Code and her report was released towards the end of the year. It took as its starting point a requirement for a fairly high level of compliance with the Model Code rather than seeing the Code as a point of guidance. Universities were placed in one of six categories from fully aligned to not aligned (with 9 universities fully aligned, 6 not aligned, and a number more not having completed their processes). Griffith was placed in the second highest category of 'mostly aligned, some areas not aligned'.

Following the release of the [Walker Recommendations](#), the Academic Freedom and Freedom of Speech Policy was reviewed and amended to ensure greater alignment with the French Model Code. The key changes to the Policy include:

- Additional text in the preamble to state regard for the principles of the French Model Code:
  - in drafting, reviewing and amending University policy documents
  - interpreting and applying University policy documents
  - in the exercise of powers or discretion conferred on the University under a contract, or workplace agreement, including the Griffith University Staff Enterprise Agreement,

so far as they are consistent with the terms of that contract or the Enterprise Agreement.

- Additional text under point b of the 'reasonable academic freedom restrictions' definition to include reasonable and proportionate regulation necessary to the discharge of the University's teaching and research activities.

Council approved the changes at the February 2021 meeting, effective immediately.

For further information about this change or this Policy, please contact the listed Policy Advisor.



## New Look Policy Library

Our new look [Policy Library](#) went live on Wednesday 10 February! All policy documents have been moved into the new Policy Library, as have the associated resources including the Register of Policy Changes, the glossary, policy document templates and FAQs.

As mentioned in previous editions, the Policy Library transformation was part of the SharePoint Migration Project, which transitioned all SharePoint 2013 sites to Office365 SharePoint Online. In the case of the Policy Library, this was not a simple transfer of data, and instead required the development of a new public-facing website with customised functionality to act as the interface for the data that now sits in SharePoint Online. The scale and complexity of the project required many months of problem-solving and collaboration between the SharePoint Migration Team, Corporate Governance and Student Life.

### What is new and what is different?

Our Policy Library has some new features:

- **Simplified modern interface and structure:** The homepage design is now in keeping with the look and feel of our websites and has been restructured to align with the new Policy Governance Framework. It also now works on a mobile device!
- **Recently Published Feed:** Users will now see a list of recently published policy documents at the top of the Policy Library homepage. You will find the link to the Register of Policy Changes at the bottom of this feed.
- **New categories:** Policy documents are now ordered into the three high level categories of Academic, Governance and Operational, with only a small number of sub-categories beneath each one. You will find definitions for these categories under the relevant icon on the [Policy Library homepage](#). These categories replace nine categories and a significant number of subcategories, most of which were outdated and confusing.

### Important tips

1. To search for a specific policy document use inverted commas, for example “Code of Conduct”. This will also return any policy documents that contain this exact phrase. You can also search by key words, which will return results most relevant to that search term.
2. When linking to a policy document from a website or document, always use the URL that links directly to that particular policy document in the Policy Library. To make sure you have the right URL, go into the Policy Library and find the policy document you need and copy the URL.
3. When policy document titles change the URL will change. Any policy documents, websites or other related documents will need to be updated manually. For changes to related policy documents contact [policy@griffith.edu.au](mailto:policy@griffith.edu.au).
4. As above, the same applies for new and rescinded policy documents, any changes to associated documents will need to be processed manually.
5. Scroll down on the Policy Library homepage to find resources, including templates and tools to assist you with the review and development of policy documents.

## Troubleshooting

While special scripts have been written to redirect links from the old Policy Library to the new one, we have received reports of some broken links where policy documents are referenced on websites and in documents. In most cases this has been because the URL provided did not directly link to the policy document in the old Policy Library. As highlighted under our ‘important tips’, moving forward, please make sure you go to the Policy Library to copy the new URL for the particular policy document you are referencing when providing a link.

If you have any issues or questions, or would like to provide feedback about the Policy Library, please contact us by email at [policy@griffith.edu.au](mailto:policy@griffith.edu.au).



## Annual Policy Review Cycle

As our [Policy Governance Policy](#) states, all policy documents are subject to a major review in accordance with the review cycle detailed in the policy. Every year, the Policy Library Manager contacts those Policy Advisors who have a policy document that is due for review, or overdue for review. The review cycle is an important way of ensuring that our policies remain compliant, current, relevant and accessible.

As we are in the process of implementing a new Policy Governance Framework, our approach to the review cycle will be a bit different this year. As part of the implementation process, Corporate Services Directors and Student Life Directors, in consultation with Senior Executive, have agreed to an order of priority for the major review of policy documents to align them with the new Framework. This major review will be signalled by moving to the new templates, but more importantly, is intended to ensure alignment with the principles outlined in the Policy Governance Policy. Those policy documents that are not flagged for major review this year, but are due or

overdue for review, may still be updated to ensure compliance and currency but will remain in the existing templates.

## Next steps

- Policy Advisors will be contacted by the Policy Library Manager via email in March signalling that their policy is due for review.
- The email will provide advice about the type of review recommended for the policy document. Information will be provided to support Policy Advisors through the process. [See the section in this edition on our new resources to support policy review and development]
- Policy Advisors should advise the Policy Library Manager if the recommended approach is not appropriate for the policy document.



## New Tools for Policy Review and Development

We have developed some new resources to assist you when developing or reviewing your policy document. You will find these resources by going to the [Policy Library homepage](#) and scrolling down.

### New resources

The following resources can be used to step you through the stages of policy review or development. While it is not mandated that you use these resources, it is recommended if you are developing a new policy document or undertaking a major review.

- [Policy Document Proposal template](#)
- [Policy Document Review and Development Checklist](#)
- [Consultation Feedback Log template](#)
- [Policy Document Implementation and Communication Plan template](#)
- [Policy Document Approval template](#)

### Existing resources

Don't forget the resources that are already available and should be used for policy review and development.

- [Policy Governance Policy](#)
- [Policy Governance Procedure](#)
- [Policy Governance Framework](#)
- [Policy Development Flowchart](#)
- [Policy Approval Information Sheet](#)
- [Quick Guide to Inclusive Language and Accessible Content.](#)





## Update on Major Review of Policy and Delegations

With all of our high priority policies and delegations under review in Corporate Services, and on track for delivery this year, we have set about identifying our work plan for 2021. On the recommendation of the Policy and Delegations Working Group, the Corporate Services Executive have approved the following policy documents for major review this year. Those flagged as medium-high priority are to be reviewed by June 2021, while those flagged as medium, will be reviewed by December 2021.

Our colleagues in Student Life have also reviewed their policy suite and will provide a list of priorities for 2021 in the March edition of this Update.

### Agreed Medium-High Priority for Review: Review by 30 June 2021 (for Corporate Services)

#### Policy

- Asset Disposal Built Infrastructure Policy
- CCTV Policy
- Cloud Hosting Policy
- Construction Work Policy
- Council Meeting Procedures (major review now complete) ✓
- Crisis Management Plan
- Election of Members to Council Policy
- Election of Members to University Committees Policy
- Information Markers Policy
- IT Code of Practice
- Key and Access Card Control Policy
- Management of Space in the University Policy
- Placement of Memorials on Site Policy
- Treasury Policy
- University Campus Access and Use Policy
- University Committee Meeting Procedures

#### Delegations

- Financial delegations - conversion of existing delegations into banded model
- Signing delegations - content reviewed and devolved
- Other delegations (excluding academic delegations) - conversion of existing delegations into banded model

### Agreed Medium-High Priority for Review: Review by 31 December 2021 (for Corporate Services)

## Policy

- Business Continuity Management and Resilience Framework
- Business Continuity Management and Resilience Policy
- Complaints about the Vice Chancellor Section 48A of the Crime and Corruption Act 2001
- Guide to the Responsible Conduct of Commercialisation Activities
- Information Management Framework
- Risk Appetite Statement
- Structure and Governance of Academic Groups of the University
- Travel Policy
- University Reviews Policy and Guidelines

## Delegations

- Financial delegations - content reviewed and devolved
- Other delegations - content reviewed and devolved

### Update on the Banded Delegations Model

Following completion of the consultation period, feedback has now been considered and the Delegations Policy and Procedure are being reviewed and amended accordingly. The amended Procedure is on track for approval in March, with the amended Policy to proceed to Council for approval at the 12 April meeting.

### Transition of the Delegations Register to Microsoft PowerApp

With preliminary testing of the shell of the new Delegations Register in PowerApp almost complete, and progress made to finalise the proposed banded model for delegations, work will now commence on the following:

- Preparation of the data to feed the PowerApp, which includes rolling up the existing 850+ delegations into bands, adjusting fields to align with the functionality of the PowerApp and then transferring this data into the new Delegations Register SharePoint site
- Development of content for landing and information pages within the PowerApp
- Review of content in the SharePoint site that feeds the PowerApp
- Development of a quick guide for the new Delegations Register.

We are still working towards the expected launch of the new PowerApp in April 2021 and will continue to keep you updated on progress.



## Contact us

For more information about policies please contact us via email at [policy@griffith.edu.au](mailto:policy@griffith.edu.au).

For more information about delegations please contact us via email at [delegations@griffith.edu.au](mailto:delegations@griffith.edu.au).

For general advice about any of the information contained in this email, contact the Policy Library Manager, Dr Rebecca Voisey via email at [r.voisey@griffith.edu.au](mailto:r.voisey@griffith.edu.au).



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